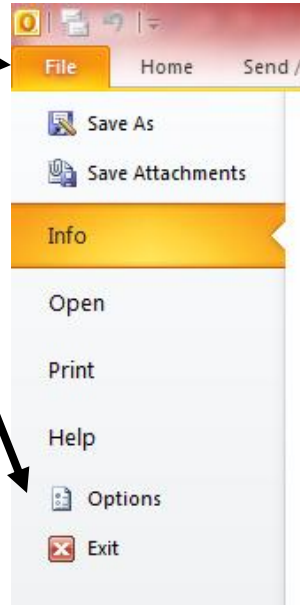


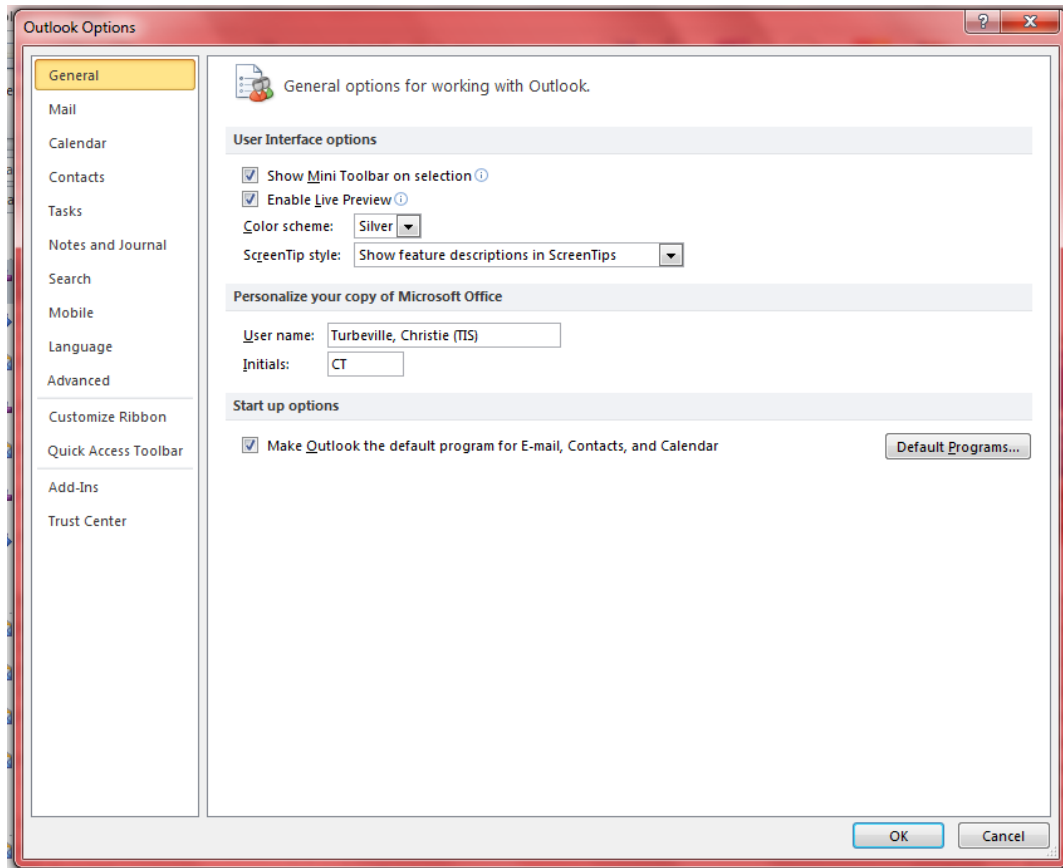
# ***Outlook 2010 – Setting Calendar OPTIONS:***

Setting your *Calendar* for *Appointments*, *Work Week*, *Category Colors*, etc.

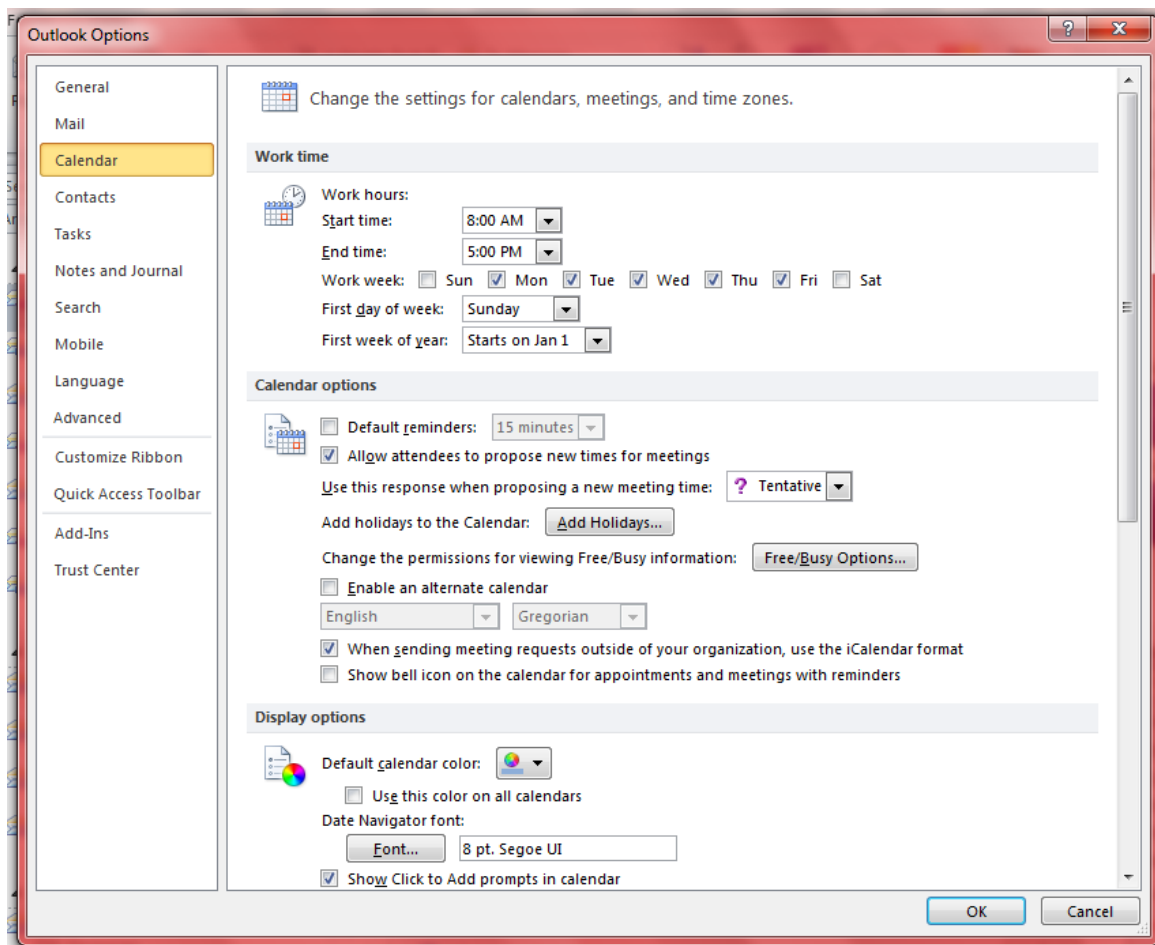
1. Click **FILE**
2. Click **OPTIONS**



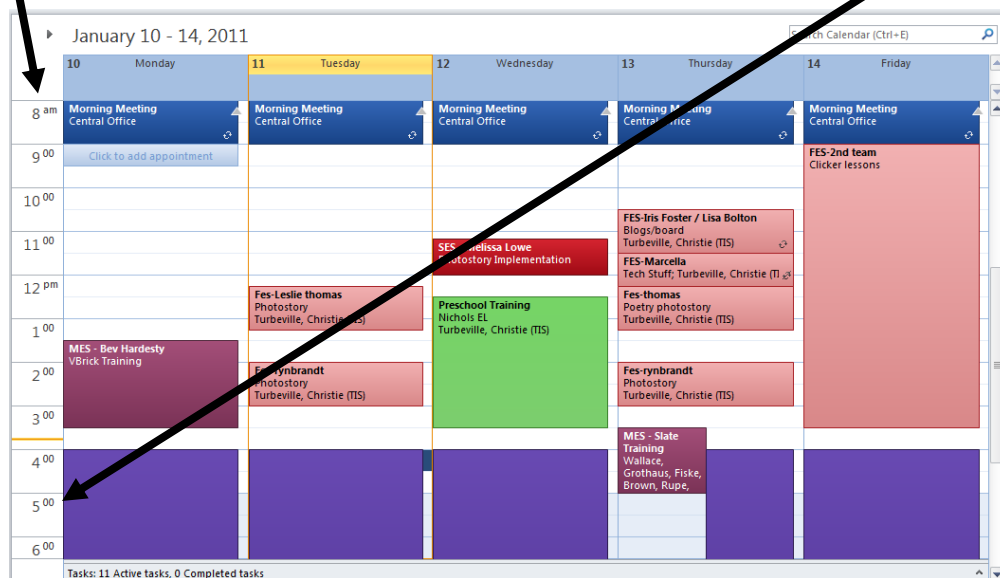
3. There are many *Options* that you can adjust, but the main items you will want to edit will be the *MAIL*, *Calendar*, and *Contacts*.



4. Click on the **CALENDAR** button. In this area, you can adjust the *Work Time* reflected on your calendar, *options*, *display options*, etc.



5. Modifying your **WORK TIME, Work Week, First Day of Week, and First Week of Year** Settings:
- a. Choose your *Start Time* and *End Time* that you want displayed as your main view on your calendar. The example calendar below shows that the Start Time is set at 8:00 AM and the end time is set at 5:00 PM.



- b. **Work Week** will allow the view to only be the Work Week (Monday-Friday) rather than Saturday and Sunday which may interfere with how you view and schedule appointments.

This allows you to easily move from week to week by clicking the arrows forward or back.

The screenshot shows a calendar interface for the week of January 10-14, 2011. The days are Monday through Friday. The time slots range from 8 am to 6 pm. Various appointments are scheduled, including 'Morning Meeting Central Office', 'FES-2nd team Clicker lessons', 'FES-Iris Foster / Lisa Bolton Blogs/board Turbeville, Christie (TIS)', 'SES - Melissa Lowe Photostory Implementation', 'FES-Marcella Tech Stuff; Turbeville, Christie (TIS)', 'Fes-Leslie thomas Photostory Turbeville, Christie (TIS)', 'Preschool Training Nichols EL Turbeville, Christie (TIS)', 'Fes-thomas Poetry photostory Turbeville, Christie (TIS)', 'Fes-rynbrandt Photostory Turbeville, Christie (TIS)', 'MES - Bev Hardesty VBrick Training', and 'MES - State Training Wallace, Grothaus, Fiske, Brown, Rupe,'. A callout box points to the navigation arrows at the top left of the calendar grid.

## 6. Modifying your **Calendar Options** Settings:

- a. The **default “sound” reminder** will automatically be set to 15 minutes before the appointment unless you uncheck the box or change the time.
- b. **Add holidays to the Calendar** – adds United States holidays to the calendar above the designated start time you have established.

**Calendar options**

☐ Default reminders: 15 minutes

☒ Allow attendees to propose new times for meetings

Use this response when proposing a new meeting time: ? Tentative

Add holidays to the Calendar: Add Holidays...

Change the permissions for viewing Free/Busy information: Free/Busy Options...

☐ Enable an alternate calendar

English Gregorian

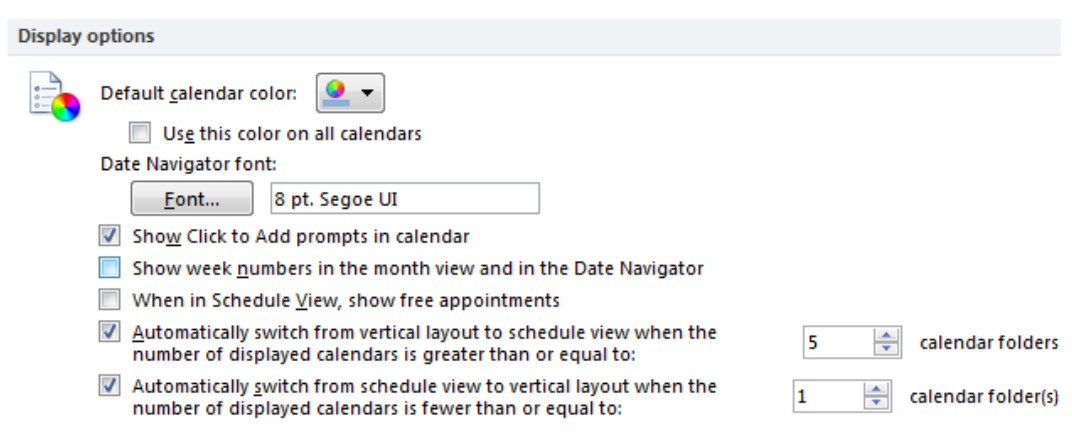
☒ When sending meeting requests outside of your organization, use the iCalendar format

☐ Show bell icon on the calendar for appointments and meetings with reminders

- c. If you want the **“reminder” bell** to appear on your calendar, check the bottom option.

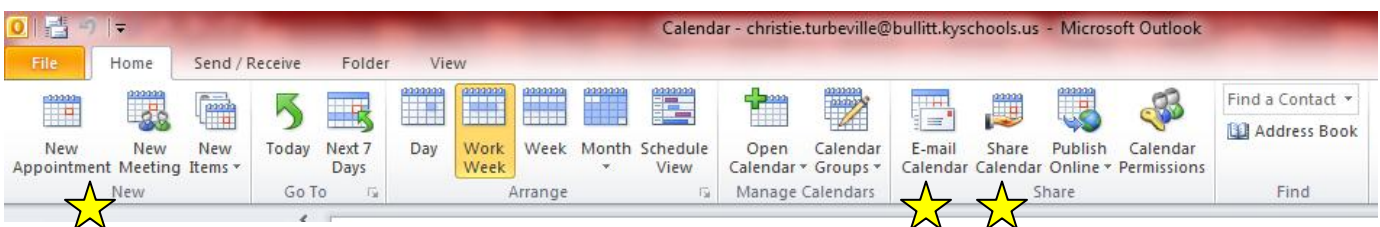
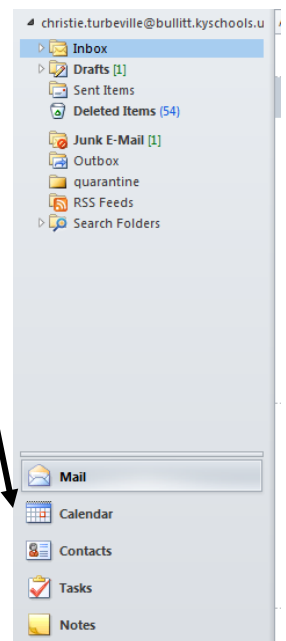
## 7. Modifying your **DISPLAY Options** Settings:

- Choose a Calendar color
- Choose a DEFAULT Font for your Calendar
- Checkmark the other choices as appropriate



## 8. Viewing your Calendar by clicking on the **Calendar button** while in Outlook:

- Click the **CALENDAR** button underneath your mailbox folders.
- Your calendar will appear and probably be blank if you have not scheduled any appointments in Outlook.
- You can modify the view of your calendar by clicking on the items in the top toolbar.
- The toolbar is self-explanatory, however, creating *New Appointments or Meetings*, *Emailing Calendars*, and *Sharing Calendars* will be focused on in the next section of this cheat sheet.



9. Beginning **NEW Appointments** or **Meetings** in your Calendar (there are TWO ways you can do this):
- Click on the **NEW APPOINTMENT** button in the Toolbar or...
  - Double Click** on the *Day* and *Time* you wish to make **IN** your Calendar

**NOTE:** Both options will give you the same screen shown below:

e.

a.

b.

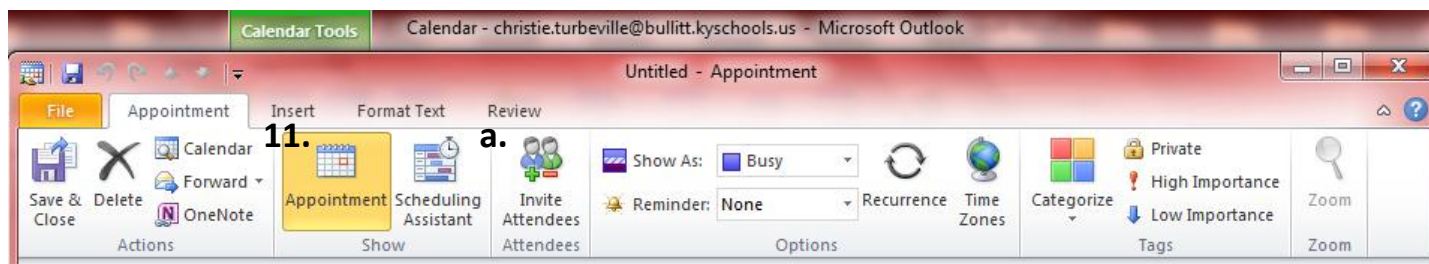
c.

d. NOTES

The screenshot shows the 'Appointment' window with the 'Appointment' menu open. The menu items are: Save & Close, Delete, Forward, Calendar, Appointment (highlighted), Scheduling Assistant, Invite Attendees, Show As: Busy, Reminder: None, Recurrence, Time Zones, Categorize, Private, High Importance, Low Importance, Tags, Zoom, and Zoom. Below the menu, there are fields for Subject, Location, Start time (Thu 1/13/2011, 8:00 AM), End time (Thu 1/13/2011, 8:30 AM), and All day event. A Notes section is at the bottom.

10. Creating, Saving, and Sending **New Appointments** to your Calendar and to others (we will refer to the picture above for many of the items on the toolbar):
- First, be sure to fill out the **SUBJECT line** – this will be what is DISPLAYED in your calendar view so you may want more detail in the Subject line (location cannot always fit on your calendar).
    - Example 1 - *Subject:* Jenkins – ActivBoard Training
    - Example 2 - *Subject:* MES – Jenkins / ActivBoard Training
  - Second, fill out your **LOCATION line** (again be as specific as you want but this may not always have space to display in your calendar view).
  - Third, if you double clicked on your calendar to begin creating this appointment, your date and time may already be correct. If not, you will need to adjust your **Start Date/Time** and **End Date/Time** to reflect what you want displayed on your calendar.
  - If there are special **NOTES** that you want to have saved with the calendar item but NOT be displayed on your calendar you can type any notes, etc. in the white space.
  - Click **SAVE & Close** to save your calendar item and close this appointment and go back to your Calendar view.
  - This will set up a SIMPLE calendar item where you don't have any recurring times, no invitees, no color categories, etc.

**ADVANCED OPTIONS** when creating, saving, and sending **New Appointments** to your Calendar and to others (we will refer to the picture below for many of the items on the toolbar):



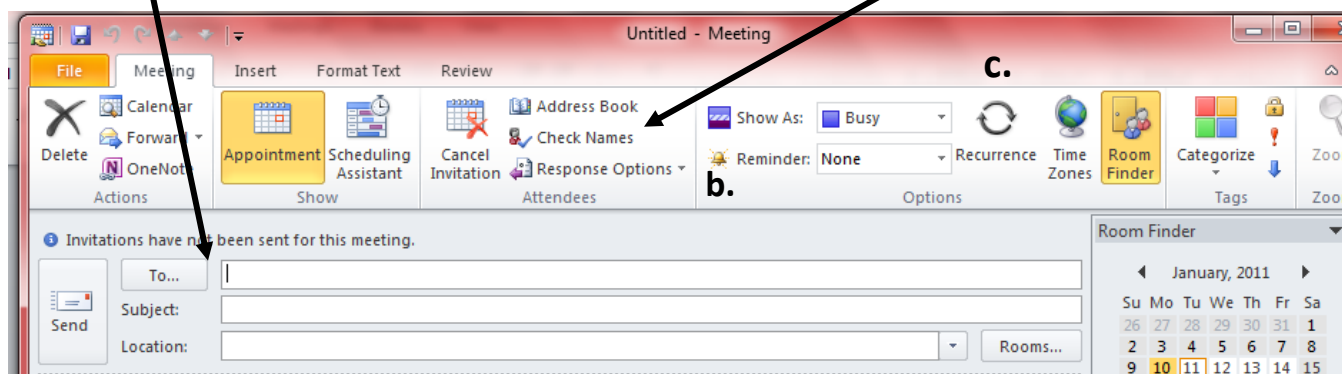
11. On the **APPOINTMENT** tab you have many options for modifying your calendar appointment

a. INVITING others to the same appointment – click on **Invite Attendees** (see picture below / on next page)

i. This option adds a **To...** bar to your appointment setup. You can type in email addresses of people you want to invite to the appointment / meeting and allows them to accept and place it directly on their calendar.

ii. You can also use the *Address Book* or *Check Names* to help you with your email search of invited attendees.

**To... box**



b. To set a **REMINDER sound**, click on the drop-down by reminder to set a time for a reminder (5 minutes before, 15 minutes before, etc.)

c. Creating recurring appointments (daily, weekly, monthly, etc.) – click the **RECURRENCE** button on the top of the toolbar. (See next page)

d. When you click the **RECURRENCE** button while making an appointment, you get the following screen. To have the CALENDAR **“repeat” an appointment**, fill out the following information.

e. **Start and End Times** (as well as duration) should already be set while you are making the calendar times, but you may have to adjust these times if they were not yet set.

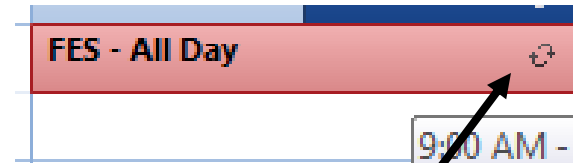


- f. **Recurrence Pattern:** Choose how you want the appointment to repeat (Daily, Weekly, Monthly, or Yearly) and then how many weeks and on what days.
- g. **Range of Recurrence:** Start Date, end by date, etc.
- h. Click **OK** to set the recurrence.

**Example:** Weekly meetings at Freedom are on Thursdays – to set my calendar to have this time recur, I would set the start time to 8 AM and end time to 4 PM, then mark “Weekly,” checkmark “Thursday,” then have it END by: choose my date as the last Thursday of school year.

The 'Appointment Recurrence' dialog box is shown with the following settings:

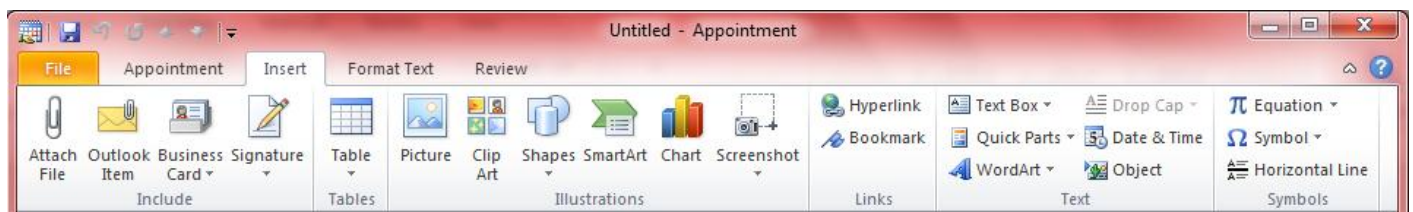
- Appointment time:** Start: 11:30 AM, End: 12:00 PM, Duration: 30 minutes.
- Recurrence pattern:** Daily (unselected), Weekly (selected), Monthly (unselected), Yearly (unselected). Recur every 1 week(s) on: Sunday (unselected), Monday (selected), Tuesday (unselected), Wednesday (unselected), Thursday (selected), Friday (unselected), Saturday (unselected).
- Range of recurrence:** Start: Mon 1/10/2011, No end date (selected), End after: 10 occurrences (unselected), End by: Mon 3/14/2011 (unselected).



When an appointment is “recurring” you will see a double arrow appear in the bottom right corner of the appointment when displayed in your calendar.

12. On the **INSERT** tab you have many options for adding information to your calendar appointment (see picture below to view the Insert tab options).

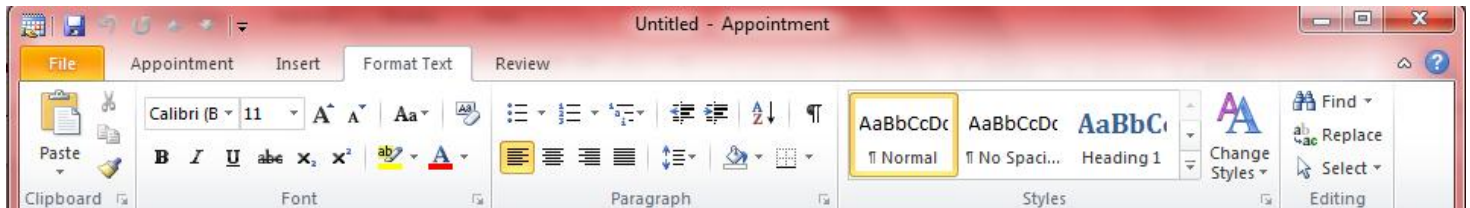
- a. In order to ADD items from the **INSERT tab**, you must click in the WHITE box where you would place NOTES for the appointment. This tab will then become available for adding the following options:



- b. The **Insert Tab** gives you many options to keep Notes in your calendar appointment.
  - i. Attaching a File
  - ii. Outlook Item: Attaching a Calendar Appointment to an email
  - iii. Creating a Table, adding a Picture, Clipart, Shapes (arrows), Charts, etc.
  - iv. Adding a Hyperlink (website) or Bookmark
  - v. Adding Text Box, Word Art, Date & Time, etc.

13. On the **FORMAT TEXT** tab you have many options for formatting the information you type in the NOTES section (white space) of the appointment. (See picture below to view the Insert tab options.)

**NOTE:** Again, in order for these formatting text items to become available, you must click in the white space (where you place NOTES) for the appointment.

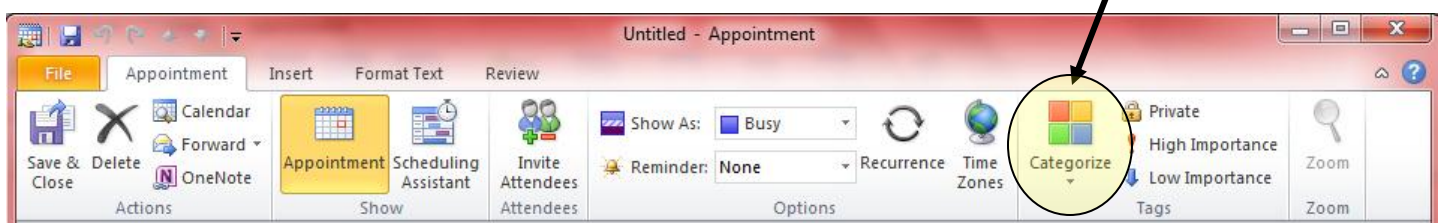


## ADVANCED Calendar OPTIONS

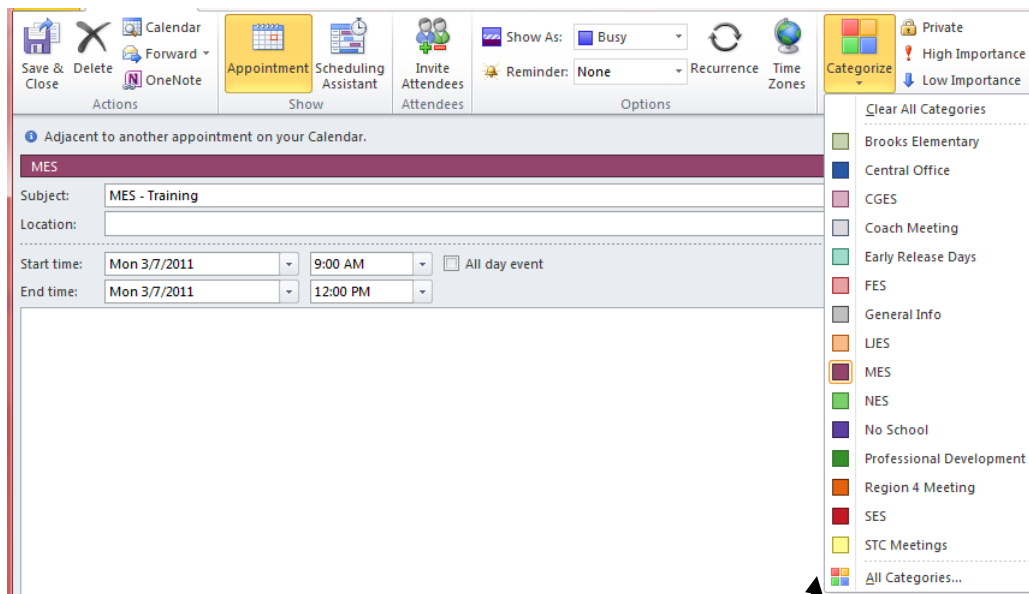
Color Coding / Categorizing your Calendar (see example below):

	7 Monday	8 Tuesday	9 Wednesday	10 Thursday	11 Friday
8 am	Morning Meeting Central Office	Morning Meeting Central Office	Morning Meeting Central Office	Morning Meeting Central Office	Morning Meeting Central Office
9:00	MES - Training	SES - Training	No School	FES - All Day	Region 4 Meeting
10:00					
11:00		NES - Training		FES-Iris Foster / Lisa Bolton Blogs/board Turbeville, Christie (TIS)	
12:00 pm				FES-Marcella Tech Stuff Turbeville, Christie (TIS)	
1:00	CGES - Training				Central Office - Coach Meeting
2:00		LJES - Training		PD - Tech PD	
3:00					
4:00					
5:00					
6:00					

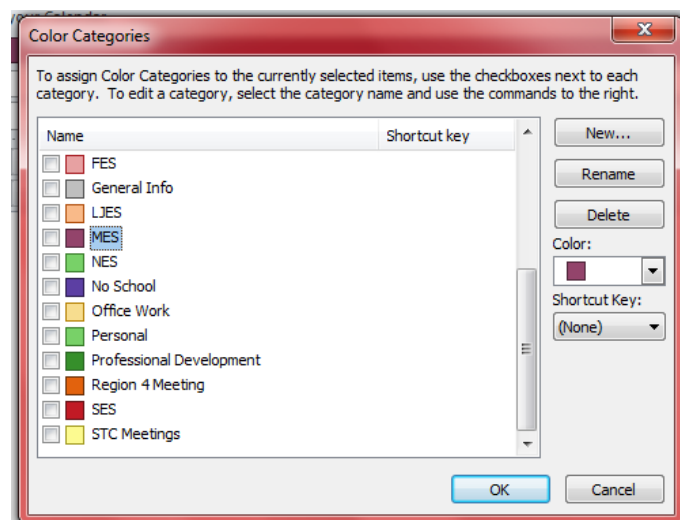
14. When creating a Calendar appointment, you can click on the **Categorize** button and choose how you want your appointment to appear in the calendar display.







- a. To create certain categories / colors, click on the **ALL Categories** button at the bottom of the list.



- b. To name or create new categories, click the **NEW...** button, choose the color, then name the category.
- c. Once you create the categories and colors, you can just click the Category button when creating an appointment, choose the group (which automatically chooses the color) and your calendar will be category/color coded and organized.